

MINUTES OF MEETING
AMELIA WALK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Amelia Walk Community Development District was held Tuesday, April 21, 2026, at 6:03 p.m. at the Amelia Walk Amenity Center, 85287 Majestic Walk Boulevard, Fernandina Beach, Florida.

Present and constituting a quorum were:

Jeff Robinson	Chairman
Steve Cook	Supervisor
David Swan	Supervisor

Also present were:

Daniel Laughlin	District Manager
Mary Grace Henley	District Counsel
Mike Yuro	District Engineer
Chip Dellinger	Amenity & Operations Manager
Jennifer Mabus	BrightView Landscape
Terry Glynn <i>by phone</i>	GMS

The following is a summary of the discussions and actions taken at the April 21, 2026 meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Laughlin called the meeting to order at 6:03 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

Brad Thompson proposed installing a dog park in the District, citing increased property values and a benefit to half of the community that owns dogs. He suggested requiring key fob access for the dog park and having one section for small dogs and one section for large dogs.

Mr. Robinson asked that an item be added to the next agenda to discuss the dog park further.

Don DeCanio proposed that the District wait to do any of the entrance landscaping improvements until the adjacent property is done with their improvements

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Patty Bush stated that she lives on River Birch and Fall River and they have been waiting on landscaping to be improved in the nearby common areas and attending meetings to ask about the status since 2022.

Lorraine Burdett commented that she was in favor of a dog park.

THIRD ORDER OF BUSINESS

Consent Agenda

A. Minutes of the March 17, 2026 Board of Supervisors Meeting

B. Financial Statements as of March 31, 2026

C. Check Register

Copies of the minutes, financial statements and check register totaling \$97,145.52 were included in the agenda package for the Board’s review.

On MOTION by Mr. Swan seconded by Mr. Cook with all in favor the consent agenda was approved.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Landscape – Quality Site Assessment

A copy of the landscape report was included in the agenda package for the Board’s review.

Mr. Robinson stated that he received a proposal for 100 ICB single station decoders and asked where they are located.

Ms. Mabus responded that she will get the full report.

Mr. Laughlin asked if the Board would like to proceed with leaving the grass around the pond banks longer to provide natural filtration.

Mr. Robinson recommended putting the topic on a future agenda.

B. District Counsel

Ms. Gentry had nothing to report.

Mr. Cook stated that there was a proposal in the agenda package that requested 50% of the payment up front. He noted he is not in favor of that.

Ms. Henley stated that the agreements would be negotiated after a proposal is approved by the Board. The Board could give direction on a maximum deposit as some contractors require it.

C. District Engineer

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Mr. Yuro reminded the Board that there were two bidders initially for the Sagamore Court drainage project: High Water Site Solutions at \$94,500 and Tigris at \$172,000. Following a soft dig and it was discovered how much work was going to be involved with getting around the utilities, the price increased to \$248,000 for Tigris and AJ Johns submitted a proposal totaling \$267,000. High Water did not provide a formal updated quote but indicated that it would be upwards of \$175,000.

Mr. Robinson stated that all the bids are now above the budget capability for fiscal year 2026, so the project would have to be added to the fiscal year 2027 budget.

A resident suggested just constructing the weir for now, which should be within the \$100,000 budget.

Mr. Yuro stated that he would have to ask the contractor if a phased approach is feasible.

The Board directed Mr. Yuro to get proposals for just installing the weir structure for now.

A resident stated her concern for the brush in the preserve being a fire hazard during lightning storms.

D. District Manager

There being nothing to report, the next item followed.

E. Amenity / Field Operations Manager – Report

A copy of the amenity and field operations report was included in the agenda package for the Board's review.

Mr. Dellinger reported that the fitness equipment maintenance provider has recommended replacing a belt on one of the treadmills, flipping the deck over on one of the treadmills, replacing a plaque on one of the pieces of equipment all for a total of \$3,300.

Mr. Robinson informed the Board that there have been issues with residents using the dumpster at the amenity center for personal trash and large items. Going forward, the dumpster will be locked.

FIFTH ORDER OF BUSINESS

Discussion of Landscape Improvements to Area 43

Mr. Swan stated that he was approached by several residents asking for improvements to area 43 that area similar to what was done in area 41.

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Mr. Robinson stated that he’s added the area to the capital improvements plan in the amount of \$40,000 as that is what area 41 cost. That cost could increase depending on irrigation. There would also be an ongoing maintenance cost of around \$3,000 per year. He suggested discussion the improvements further after the fiscal year 2027 budget is underway.

SIXTH ORDER OF BUSINESS

Discussion of Entry Landscape Plans

A proposed plan for the community entrance was included in the agenda package for the Board’s review. Mr. Robinson directed Mr. Dellinger to get pricing to bring back to the board.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Amenity Center Drainage and Landscape Improvements

Proposals from three vendors were presented to the Board. BrightView’s cost came to \$16,794 for the drainage improvements and \$48,725 for the landscape improvements. Fresh Cut’s cost came to \$8,200 for drainage improvements. Lastly, Coastal Greenery’s cost came to \$48,935 for both drainage and landscape improvements with an additional \$1,405 proposed for adding additional gutter drainage.

Mr. Robinson stated that Fresh Cut’s proposal would likely be closer to \$38,000 with seasonal color, mulch and sod included. He noted Coastal Greenery’s proposal was also missing seasonal color and mulch.

On MOTION by Mr. Robinson seconded by Mr. Swan with all in favor the proposal from Coastal Greenery totaling \$48,935 was approved.

EIGHTH ORDER OF BUSINESS

Acceptance of Audit Committee’s Recommendation

Mr. Laughlin stated that the audit committee ranked Grau & Associates the #1 proposer.

On MOTION by Mr. Cook seconded by Mr. Robinson with all in favor the audit committee’s recommendation was accepted.

NINTH ORDER OF BUSINES

Acceptance of the Fiscal Year 2025 Audit Report

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Mr. Laughlin presented the fiscal year 2025 audit report, noting there were no deficiencies or negative findings to report.

TENTH ORDER OF BUSINESS

Discussion of Cost Share with AEA

Mr. Laughlin proposed a cost share of \$22,000 per year for landscape maintenance, mulch and fertilization of the front entrance and Spruce Run. This item will be brought back to a future meeting for further discussion.

ELEVENTH ORDER OF BUSINESS

Discussion of the Fiscal Year 2027 Budget

Mr. Laughlin presented a draft budget for fiscal year 2027, noting there is no increase in assessments currently being proposed. The budget is scheduled to be approved at the May meeting and adopted at the August meeting.

TENTH ORDER OF BUSINESS

Audience Comments

Don DeCanio asked if the field operations manager could identify all the streetlights that are not turning off throughout the community and ask the utility provider to adjust the bill and fix the lights.

Mr. Laughlin directed Mr. Dellinger to do a drive through of the community to inspect the streetlights and report any issues to FPL.

Resident Greg stated that he received approval from the ARB to extend his driveway to the street, but he believes the CDD would also need to approve the extension given that the area from the sidewalk to the road is CDD property.

Ms. Henley stated that the typical process is the resident would have to enter into a temporary access easement agreement and agree to restore the property to its original state. She also recommended the resident contact the county as they still have some say-so over the roadways.

On MOTION by Mr. Swan seconded by Mr. Robinson with all in favor the request from the resident to extend their driveway onto CDD property was approved subject to review by District Counsel and a temporary access agreement. Supervisor Cook was given authority to provide final approval.

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Don DeCanio asked if he needs CDD approval to make landscaping changes to the grass area between the sidewalk and the curb and gutter.

Mr. Laughlin stated that staff would look into whether that area would require CDD approval.

Mr. Robinson stated that the HOA ARB needs to be educated on what requires CDD approval and how to inform the resident to get that approval.

ELEVENTH ORDER OF BUSINESS Supervisor Requests

Mr. Cook presented a list of 31 residents that have petitioned to ask the CDD to install a dog park, as well as a conceptual plan and budget. He asked to have the dog park installation cost included in the budget.

Mr. Cook motioned to add the dog park project to the 2026 budget.
There being no second, the motion died.

Discussion of the dog park will be added to the May agenda for further discussion.

Mr. Robinson informed the Board that the key fob access system owner update has been completed and will be easier to track going forward.

FOURTEENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.


FIFTEENTH ORDER OF BUSINESS Next Scheduled Meeting – May 19, 2026 at 2:00 p.m. at the Amelia Walk Amenity Center

SIXTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Robinson seconded by Mr. Cook with all in favor the meeting was adjourned.

Signed by:

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Secretary/Assistant Secretary

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Chairman/Vice Chairman